



Epsom Girls Grammar School

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position: Learning Area Director (LAD) - Sciences
Permanent Position 2MUs, (note: the LAD will also be the HOD of a Science Specialist Subject (2MUs))
commencing asap in Term 2, 2023 by negotiation

Responsible to: Senior Leadership Team member responsible for Sciences
Direct involvement with: Sciences Learning Area including Chemistry, Biology, Physics and related Sciences and Junior Science

Primary responsibility: To contribute to the development of a learning environment in which the vision and values of the school and the goals of the school may be achieved within the specific context of the Sciences Learning Area

Person Specification:

The person we are seeking will:

- Be enthusiastic about teaching and working with young people and committed to helping students achieve their best
- Be forward thinking, able to cope with change and to work optimistically toward the future by setting goals and planning strategically
- Show expertise in the development and maintenance of environments which enhance learning and promote constructive relationships through the use of restorative practices
- Show a significant depth of knowledge in the theory and practical application of the Sciences curricula, including current issues and initiatives in education, and learning and assessment theory and developments
- Be the HOD of a specialist Sciences subject and be able to support the HODs of the other Sciences departments
- Show expertise in the development and practice of teaching programmes and resources, learning activities and assessment practices, including evaluation, appraisal and reflection on their own and others' teaching practices with positive outcomes
- Be committed to developing an understanding of Mātauranga Māori and Te Reo in their teaching practice and leadership of the Sciences Learning Area
- Demonstrate skill in communicating with students, staff, the SLT and the wider community on behalf of the learning area
- Show a commitment to a team-based leadership style



Epsom Girls Grammar School

- Effectively and efficiently manage resources, including financial resources, and assets to support learning outcomes for students
- Make constructive contributions to the school
- Undertake professional development in areas of management, administration and learning
- Identify and act on opportunities for improving teaching and learning across the school

Key Tasks:

- Align, coordinate and support the work of HOD/TICs in the Learning Area, through regular and structured meetings
- Support and develop HOD/TICs in their professional roles
- Manage Learning Area human resources procedures, including appointments, professional development, appraisal, performance management and teacher registration/renewal of practising certificates
- Fulfil obligations relating to:
 - the School Charter (including strategic and annual plans)
 - NCEA and the New Zealand Scholarship
 - the National Curriculum
- Lead development/implementation associated with changes in curriculum/assessment in the Learning Area, working with HOD/TICs
- Coordinate annual budget requests and oversee budget expenditure within the Learning Area
- Manage Health and Safety – including the welfare of staff in the Learning Area
- Work in support of other Directors/members of the Leaders' Forum
- Support Senior Leadership as a team and in their individual areas of responsibility with information/advice and take part in decision-making by bringing their own views and the views of Learning Area staff to the table, as appropriate
- Participate in the Leaders' Forum
- Support Senior Leadership with the implementation of school-wide policy and decisions, working with HOD/TICs ensuring they have clear information and understanding